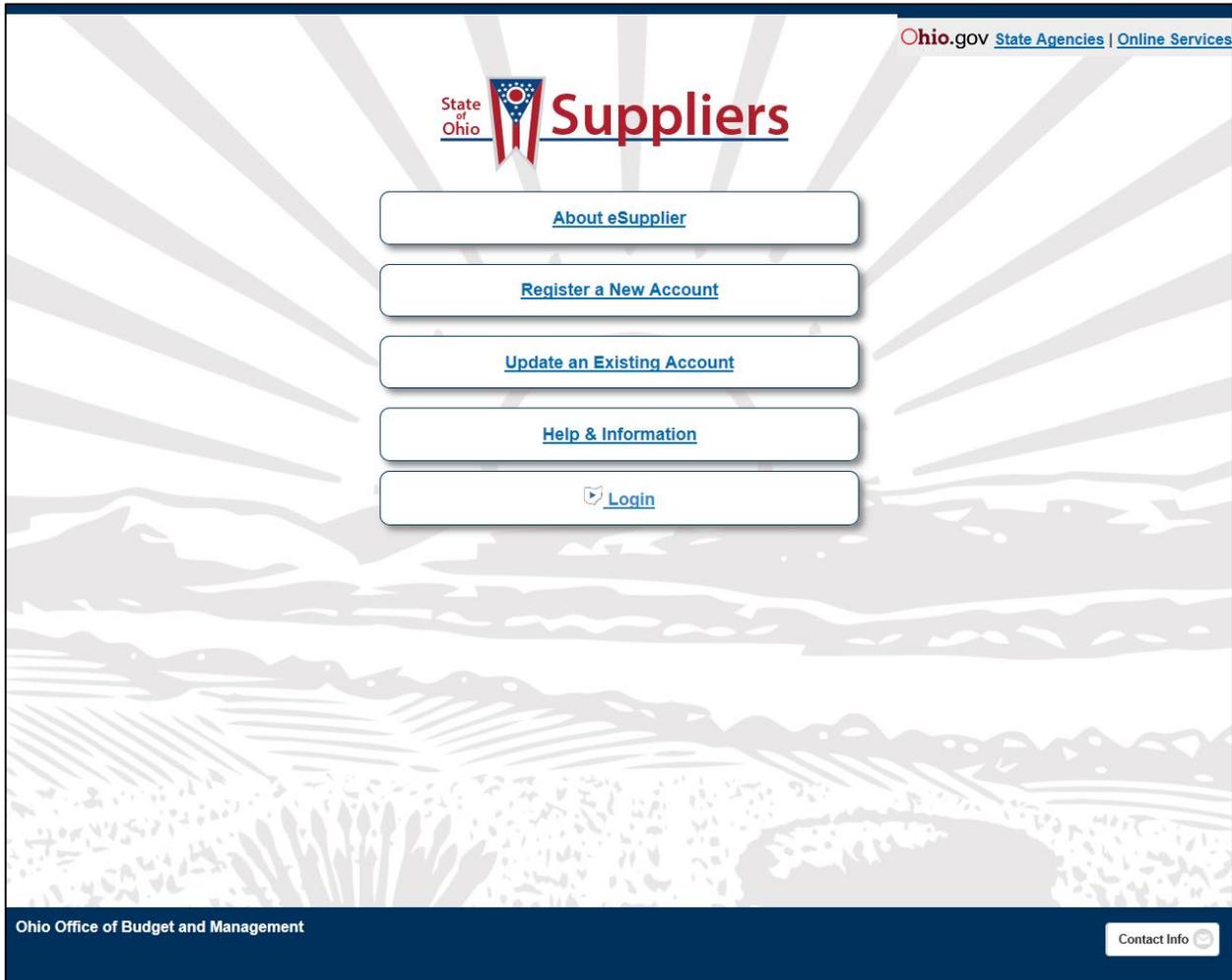


# UPDATING SUPPLIER PROFILES WITH UNSPSCs

All events in eSourcing are classified using category codes from the UNSPSC (United Nations Standard Products and Services Codes) codeset. Suppliers are invited to view and participate in eSourcing events according to the UNSPSC category codes they have selected.

When updating company information, eSourcing allows users to look up UNSPSCs from a pre-defined table. Suppliers may add or delete category codes at any time. Currently, category codes in eSourcing consist of the first six digits of the UNSPSC followed by two zeros. eSourcing does not recognize the full 8-digit UNSPSC.

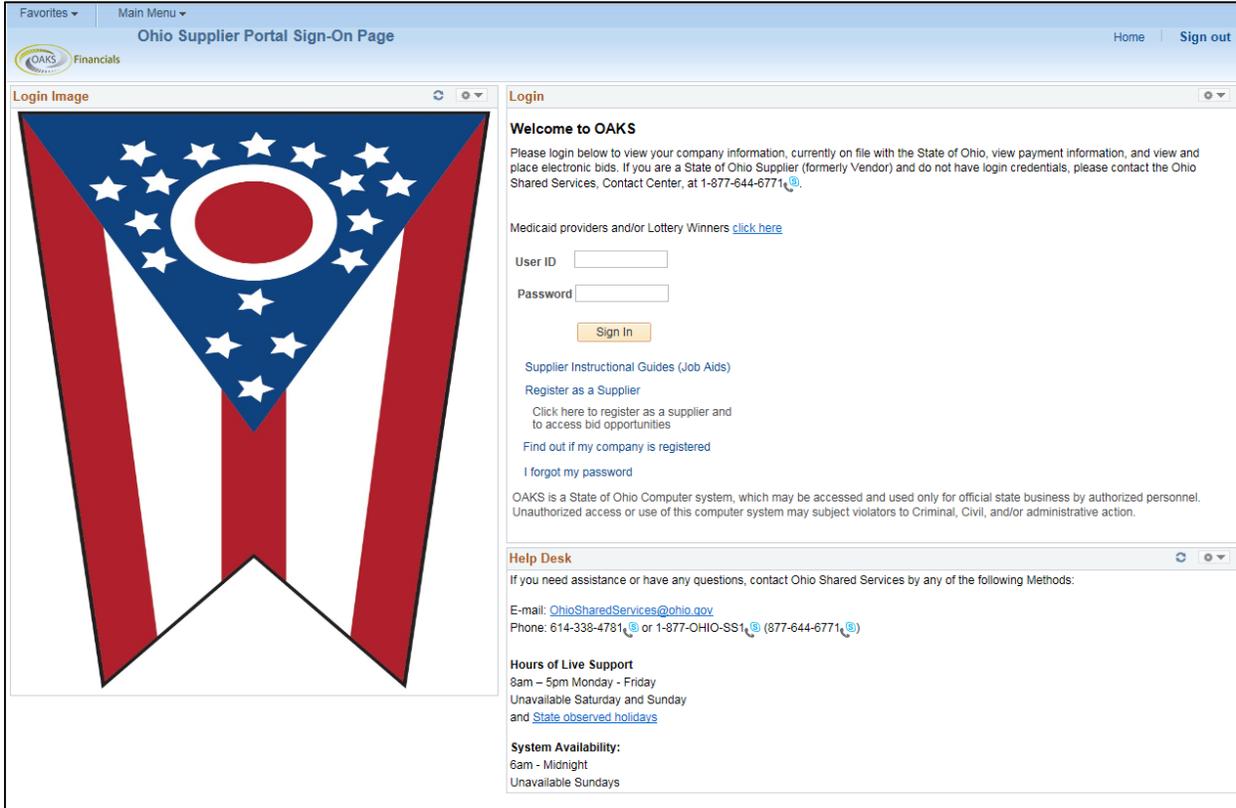
- Before beginning the steps below, navigate to <http://www.supplier.obm.ohio.gov/>.

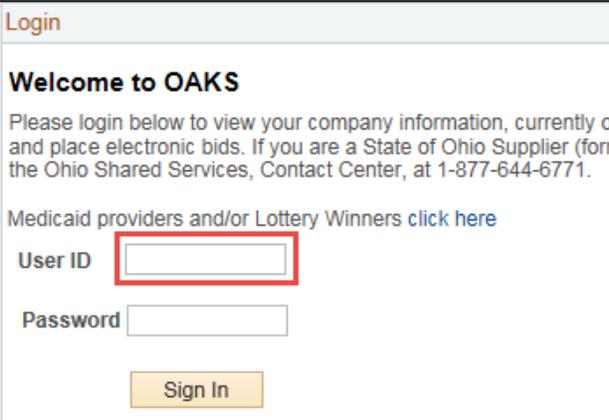


# UPDATING SUPPLIER PROFILES WITH UNSPSCs

Step-by-Step	Screen
1. Click the <b>Login</b> link.	

The **Ohio Supplier Portal Sign-On Page** displays.

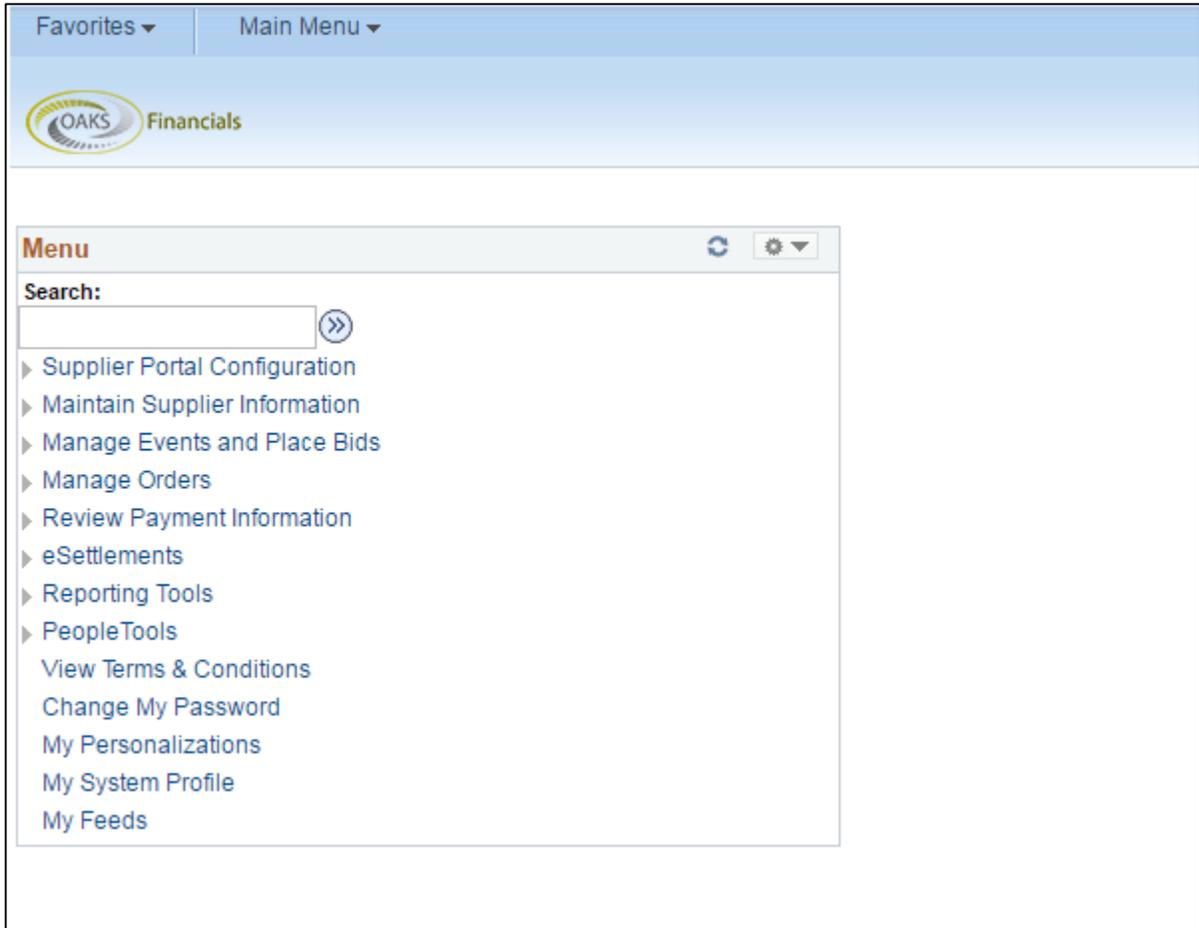


2. Enter <b>User ID</b> .	
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# UPDATING SUPPLIER PROFILES WITH UNSPSCs

3. Enter <b>Password</b> .	<p><b>Welcome to OAKS</b></p> <p>The Ohio Supplier Portal page is where suppliers can do many things, including view information, electronic bidding, and access eSettlements to their accounts.</p> <p><a href="#">Medicaid providers and/or Lottery Winners click here</a></p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password"/></p>
4. Click <b>Sign In</b> .	<p><a href="#">Medicaid providers and/or Lottery Winners click here</a></p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password" value="••••••••"/></p> <p><input type="button" value="Sign In"/></p>

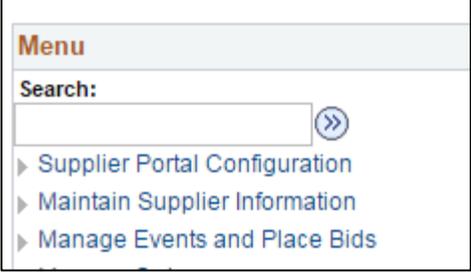
The **Main Menu** displays.



The screenshot shows the OAKS Financials interface. At the top, there are navigation tabs for 'Favorites' and 'Main Menu'. Below the tabs is the OAKS Financials logo. A 'Menu' window is open, displaying a search bar and a list of menu items:

- Supplier Portal Configuration
- Maintain Supplier Information
- Manage Events and Place Bids
- Manage Orders
- Review Payment Information
- eSettlements
- Reporting Tools
- PeopleTools
- View Terms & Conditions
- Change My Password
- My Personalizations
- My System Profile
- My Feeds

# UPDATING SUPPLIER PROFILES WITH UNSPSCs

Step-by-Step	Screen
<p>5. Click on the <b>Maintain Supplier Information</b> link.</p>	 <p>The screenshot shows a menu titled "Menu" with a search bar. Below the search bar are three items, each with a right-pointing arrow: "Supplier Portal Configuration", "Maintain Supplier Information", and "Manage Events and Place Bids".</p>

The **Maintain Supplier Information** page displays



Step-by-Step	Screen
<p>6. Click on the <b>Maintain Vendor UNSPS Codes</b> link.</p>	 <p>The screenshot shows the "Maintain Supplier Information" page. The "Maintain Vendor UNSPS Codes" link is highlighted with a dashed border. The other links and descriptions are visible but not highlighted.</p>

# UPDATING SUPPLIER PROFILES WITH UNSPSCs

The **Maintain Vendor UNSPS Codes** page displays.

Favorites > Main Menu > Maintain Supplier Information > Maintain Vendor UNSPS Codes

OAKS Financials

### Maintain Vendor UNSPS Codes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = STATE

Supplier ID: begins with 0000067972

Search Clear Basic Search Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value

7. Click the **Add a New Value** tab.
  - If you have registered codes that you would like to update, click on the **Find an Existing Value** tab.

### Maintain Vendor UNSPS Codes

Enter any information you have and click Search. Leave fields

Find an Existing Value | Add a New Value

Search Criteria

SetID: = STATE

# UPDATING SUPPLIER PROFILES WITH UNSPSCs

Supplier ID 0000067972 SIGNATURE\_6

SIC Type	SIC Code	Parent SIC Code	Description
1 UNSPSC			

8. Enter the UNSPSC in the **SIC Code** field and hit **Enter** on your keyboard.

- The magnifying glass next to the **SIC Code** field can be used to search for UNSPSCs. Ensure the UNSPSC ends with “00.” If the entered code does not end with “00,” replace the last two numbers of the code with “00.”

SIC Type	SIC Code	Parent S
1 UNSPSC		

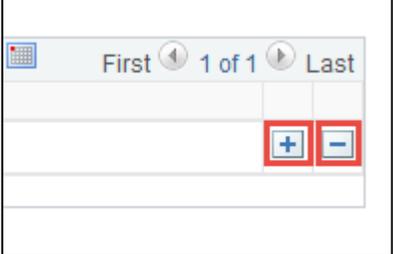
Supplier ID 0000067972 SIGNATURE\_6

SIC Type	SIC Code	Parent SIC Code	Description
1 UNSPSC	72153700	72000000	Parking facility construction and equipment installation and maintenance and repair services

- Go to [www.unspsc.org](http://www.unspsc.org) to search for product or service codes.

## UPDATING SUPPLIER PROFILES WITH UNSPSCs

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<p>9. To add or delete additional codes, click the <b>add a new row</b>  icon or the <b>delete row</b>  icon located to the right of the description field.</p>	 <p>A screenshot of a table interface. At the top, there is a navigation bar with 'First', '1 of 1', and 'Last' labels. Below this, there are several rows. In the rightmost column of one of the rows, there are two small square buttons: a blue one with a white plus sign and a red one with a white minus sign. Both buttons are highlighted with red rectangular boxes.</p>
<p>10. Click the <b>Save</b> button.</p>	 <p>A screenshot showing two buttons side-by-side. The 'Save' button is on the left, featuring a blue floppy disk icon and the text 'Save'. It is highlighted with a red rectangular box. The 'Refresh' button is on the right, featuring a blue circular arrow icon and the text 'Refresh'.</p>